

C.K. NEWSOME COMMUNITY CENTER
Department of Parks and Recreation ("DPR")

PAID:

\$

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RENTAL AGREEMENT

ROOM	SEATING CAPACITY	SQ. FOOTAGE	HOURLY FEE	TAXABLE HOURLY FEE
118 A & B	80 tables / chairs 100 chairs only	1,638	\$ 30.00	\$ 32.10
118 C & D	same as above	1,638	\$ 30.00	\$ 32.10
GYMNASIUM	350 tables / chairs 1000 chairs only	10,080	\$ 55.00	\$ 58.85
KITCHEN		88	\$ 30.00	\$ 32.10

ROOM	SEATING CAPACITY	SQ. FOOTAGE	HOURLY FEE	TAXABLE HOURLY FEE
SNACK BAR	72 tables / chairs	1,596	\$ 35.00	\$ 37.45
ATRIUM	100 seated	3,476	\$ 50.00	\$ 53.50
RECREATION ROOM	250 tables / chairs 500 chairs only	5,040	\$ 50.00	\$ 53.50
DECORATING FEE				\$ 100.00

****Decorating Fee to Hold Room for 24 hours before event is \$100.00 dollars (non-refundable) (This fee includes use of equipment) (decorating must be done between 8:00 am - 6:00 pm Monday-Friday, 9:00 am - 6:00 pm on Saturday, or 10:00 am - 6:00 pm on Sunday)**

*Lessee may decorate and/or set up free of charge: 30 minutes prior to the event with a (2) hour min. rental.

*Lessee may decorate and/or set up free of charge: 60 minutes prior to the event with a (4) hour min. rental.

All rooms above are subject to Seven Percent (7%) Indiana Sales Tax unless Lessee provides Tax Exempt Certificate listing Taxpayer Identification Number at the time of purchase.

Days/Hours of Daily Operations

- 1.) The C.K. Newsome Community Center (the "Facility") can be rented by the public from 8:00 am. - 8:00 pm. Sunday -Thursday and 8:00 am. - 11:00 pm. Friday - Saturday. **Exception: Open Gym hours.
- 2.) DPR offers open gym (free usage) to the public for recreational purposes from 8:00 am. - 5:00 pm. Monday-Friday; depending on availability. From 10:00 am - 4 :00 pm on Saturdays and from 1:00 pm - 5:00 pm on Sundays. *Rental of the gym is prohibited on Saturday and Sunday during these hours unless approved by Superintendent of Recreation or Executive Director.
- 3.) DPR offers Not-For-Profit Organizations free usage of any available room for meeting purposes only for up to two (2) hours ending no later than 8:00 pm. Verification of 501(c)3 status from the Indiana Dept. of Revenue or Mission Statement on Letterhead is needed on file prior to usage. *Meeting room may change; lessee will be notified within 4-5 business days. Special Set-Up is not permitted for meetings.

Policies and Rules

- 1.) Reservations must be made in person **(at least five 5 business days prior to Lessee's event)** at the office of the C.K. Newsome Community Center during normal business hours: 8:00 a.m. to 5:00 p.m. Monday-Friday (except on Holidays). 100% of the fee is due at time of Reservation and signing Rental Agreement.
- 2.) No book bags, gym bags, backpacks, etc., will be allowed during any event other than Open Gym or Sports Activities. Any item brought into the Community Center, including purses, will be subject to search.
- 3.) Cancellations must be made a minimum of 48 hours (2 days) in advance in order to receive a refund. Refunds paid by cash/check can take anywhere from 6-8 weeks to process.
- 4.) Lessee must be twenty one (21) years of age or older and must sign this form as proof he/she has read the Policies and Rules and will be responsible for the conduct of the guests. Photo identification will also be required.
- 5.) Lessee shall be held responsible for damage of the Facility and/or equipment or other personal property during event. All events with attendance of 50 or more and/or events lasting three (3) hours or more will be charged a One Hundred dollar (\$100.00) refundable damage deposit. Following inspection of the Facility by the Executive Director, Deputy Director or Superintendent of Recreation, and if there is no damage to the Facility or equipment, the deposit will be refunded. Additional costs for repairs will be leveled against the Lessee if repairs are greater than One Hundred Dollars (\$100.00).
- 6.) Lessee is responsible for cleaning up the Facility after the event during their allotted rental time. Lessee will be charged for any usage of Facility thereafter and/or extra room usage.
- 7.) Lessee, acting on behalf of all persons who will use the Facility for or attend Lessee's event, hereby agrees to waive all claims for injury or loss of whatsoever kind to any persons or property arising from or connected to Lessee's event. Lessee assumes the risks inherent in the use of the Facility and further agrees to indemnify and hold harmless DPR, the City of Evansville, the Board of Parks Commissioners and their respective employees, directors, volunteers, representatives, agents and assigns, for all injury or loss of whatsoever kind to City/DPR property or to the person or property of others affected by or arising from Lessee's use.
- 8.) No pass outs will be given during an event or activity.
- 9.) **A)** In the event that Lessee anticipates that attendance may or will exceed 50 persons, and/or the event is three (3) hours or longer, Lessee must at Lessee's sole cost and expense, hire professional, uniformed off duty Police Officers or Deputies to be present at all times during Lessee's use of the Facility. Lessee must present proof of hired Uniformed Officers at least 48 hours prior to Lessee's scheduled event. Failure to provide proof or failure to actually hire and maintain uniformed Officers may result in termination of the Rental Agreement and/or the immediate cancellation/shutting down of Lessee's event, at the sole option of Lessor.

B) In the event that alcohol will be present, Lessee must at Lessee's sole cost and expense, hire professional, uniformed off duty Police Officers or Deputies to be present at all times during Lessee's use of the Facility. Lessee must present proof of hired uniformed Officers at least 48 hours prior to Lessee's scheduled event. Failure to provide proof or failure to actually hire and maintain off duty Officers may result in termination of the Rental Agreement and/or the immediate cancellation/shutting down of Lessee's event, at the sole option of Lessor.
- 10.) **NO ALCOHOLIC BEVERAGES can be sold, furnished, supplied or consumed unless the following conditions are met:** 1) a licensed Caterer must attend the event and submit a copy of their license to the DPR for our records; 2) Lessee must provide proof that all necessary rules and regulations of the Indiana Alcoholic Beverage Commission and the DPR's Rules and Regulations have been followed; 3) the Caterer and Lessee must submit proof of General Liability Insurance listing the City of Evansville and the Department of Parks and Recreation as additional insured (\$2M aggregate / \$1M per occurrence), 3) **all documentation must be submitted 48 hours (2 DAYS) prior to the event.** Note: Lessee can obtain insurance by the addition of a rider to their homeowner's policy or contacting any public/private insurance company.
- 11.) **NO UNDER AGE DRINKING OF ALCOHOL is allowed.**
- 12.) All personal articles or decorations must be removed or they will be discarded. DPR WILL NOT BE RESPONSIBLE FOR ANY ARTICLES LEFT AT THE FACILITY.

Effective 10/01/14

		Decorating Free of Charge - Time:			
EVENT DATE:		EVENT TIME:		EVENT TYPE:	
				ANTICIPATED ATTENDANCE:	
				ALCOHOL PRESENT:	

***NOTE: Rooms will be set up to accommodate event according to the room rented and as requested by Lessee below. Any changes to arrangement or otherwise will be the responsibility of the Lessee.

SET - UP NOTES / DIAGRAM (use additional paper if needed):

Lessee acknowledges receipt of DPR's Alcohol Rules and Regulations for Park Use. Any misrepresentation on this Rental Agreement made by Lessee, including but not limited to, the anticipated attendance, or presence of alcohol and lack of security, or the failure by Lessee to abide by the rules, regulations and policies set forth in this Agreement or otherwise adopted by the City of Evansville's Board of Parks Commissioners, may result in the immediate termination of this Rental Agreement and/or the immediate termination of Lessee's event at the sole option of Lessor.

I HAVE READ AND UNDERSTAND THE ABOVE RULES AND WILL ABIDE BY THESE POLICIES.

LESSEE INFORMATION Please Print	LESSOR INFORMATION
Name / Organization _____	C.K. Newsome Community Center
Street Address _____	Department of Parks and Recreation
City, State, Zip _____	100 E. Walnut Street
Telephone Number _____	Evansville, IN 47713
Additional Number _____	812-435-6141 ext: 0
Signature X _____	Purchase Date: _____
	APPROVED BY: X _____